



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Community Services | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/ocs

**Low Income Household Water Assistance Program
Action Transmittal**

AT#: LIHWAP-AT-2024-01

DATE: September 28, 2023

TO: Low Income Household Water Assistance Program (LIHWAP) Grant Recipients

SUBJECT: LIHWAP FY 2023 Quarter 4 Report Submission

ATTACHMENT(S): 1. LIHWAP FY 2023 Quarterly Report Instructions
2. LIHWAP FY 2023 Quarterly Report Form

Purpose

To provide the Low Income Household Water Assistance Program (LIHWAP) grant recipients with the LIHWAP FY 2023 Q4 Quarterly Report submission deadline of October 31, 2023 and additional submission information.

FY 2023 Q4 Quarterly Report Due Date

The FY 2023 Q4 Quarterly Report covering July 1, 2023 through September 30, 2023 is due **October 31, 2023 at 5pm ET**. Grant recipients should email their quarterly report to LIHWAPreports@acf.hhs.gov. Please copy your program specialist on the email submission.

Quarterly Report Form

Information for the FY 2023 Q4 Quarterly Report should be entered into the same Microsoft Excel document as the Q3 Quarterly report on the tab labeled "Quarterly Q4." As with previous reports, the signature may be typed directly into the document and does not need to be an official e-signature.

Please note, that if you have not requested a no cost extension the obligation deadlines were September 30, 2023. If all available funds were not obligated to households for benefit distribution please include the remaining amounts in section IV, Use of Funds, columns A and B.

Timetable for Quarterly Reports

The time periods and due dates for all Quarterly Reports for FY 2023 are provided below.

Report	Time Period Covered	Due Date
Quarter 1 Report	October 1, 2022 — December 31, 2022	February 28, 2023
Quarter 2 Report	January 1, 2023 — March 31, 2023	April 28, 2023
Quarter 3 Report	April 1, 2023 — June 30, 2023	July 31, 2023
Quarter 4 Report	July 1, 2023 — September 30, 2023	October 31, 2023

Thank you for your attention to these matters. OCS looks forward to continuing to provide high-quality services to OCS partners.

/s/

Megan Meadows

Director, Division of Energy Assistance

Office of Community Services